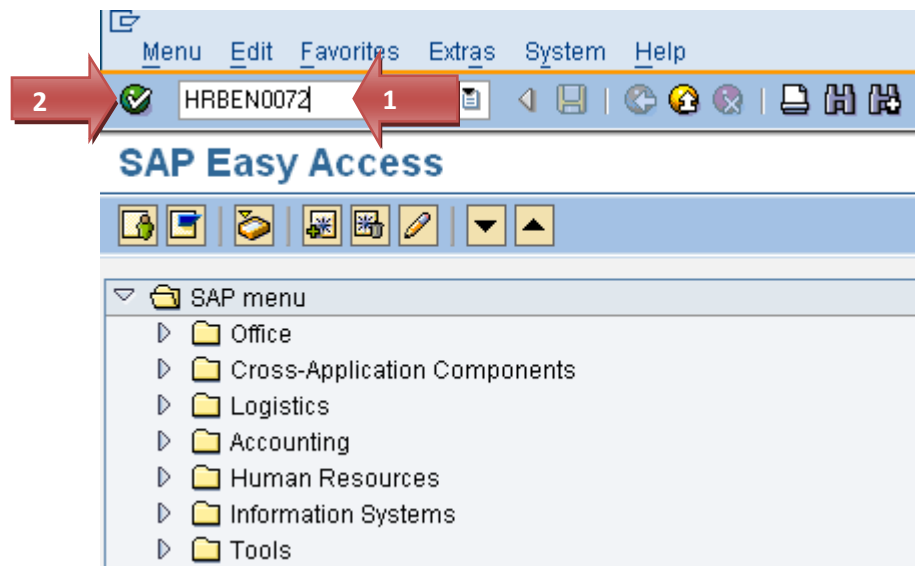## BENEFITS PARTICIPATION REPORT

This job aid provides a guide to running a Benefits Participation Report in the OSC HR/Payroll system. This is not a BI report. The Benefits Participation Report can tell you in real time who in your organization (whom you have security to) are enrolled in a specific plan(s).

1. Enter the transaction **HRBEN0072**.

2. Press enter or click the green check.
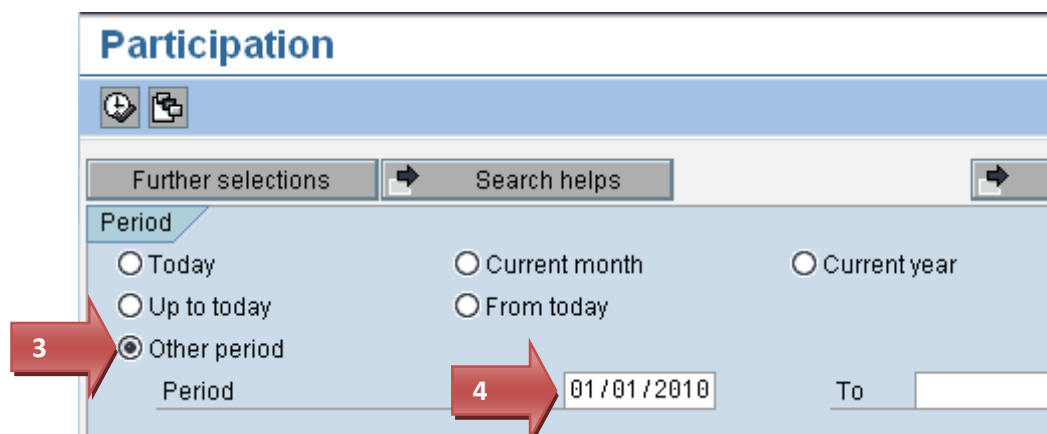
3. Select *Other period*.

4. Enter the date **01/01/2010** for Annual Enrollment participation.
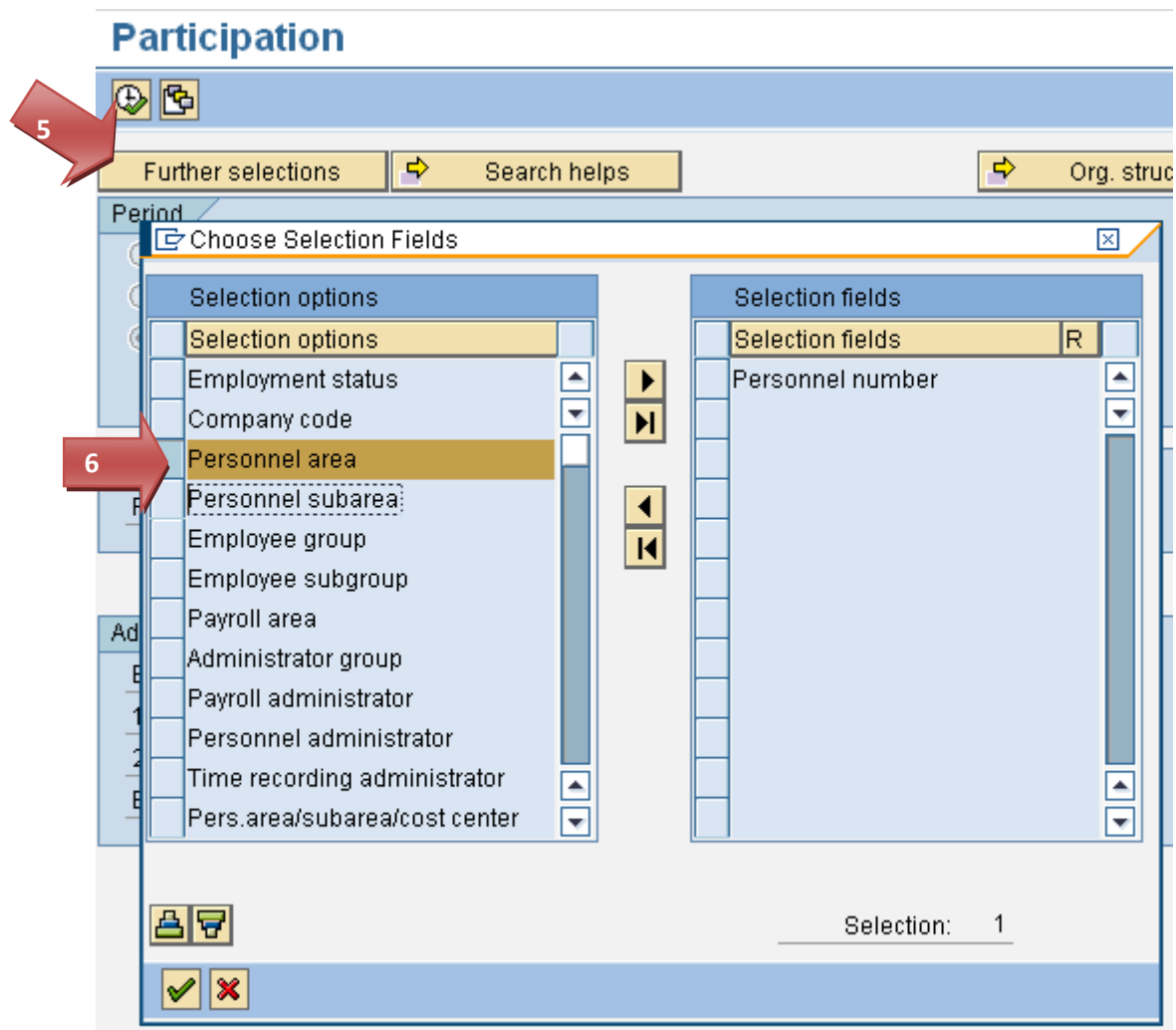
5. Select *Further selections*.

6. Select **Personnel** area under the Selection options.

7. Click the ▶ arrow to move the **Personnel area** to the Selection fields section.

8. Press Enter or Click the green check.

9. Select your **Personnel area**.

   NOTE: The report does not seem to run unless your personnel area is selected.

Participation

10. Select the benefit plan or plans you want to view employees' participation.

   NOTE: In this example you would get a list of employees enrolled in the Core AD&D plan effective January 1, 2010.

11. Execute the report.